

*HALL MEMORIAL LIBRARY  
BOARD OF TRUSTEES' MEETING  
MARCH 10, 2015*

RECEIVED

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ELLINGTON TOWN CLERK

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:55 PM. Members present were Mary Blanchette, Mary Clements, Janet Wieliczka, Daniel Sclare, Patricia Grundman, Children's Librarian and Assistant Library Director, and Library Director Susan Phillips. Peter Nickerson was absent. Marcia Downs was present as Recording Secretary.
- II. Citizens' Forum –Cheryl Chamberlin, Debi Cormier, and Francie Berger, staff members, were present at the meeting.
- III. Approval of Minutes of the February 10, 2015 Meeting – Approval of the minutes was held over until the next regular meeting.
- IV. Treasurer's Report – The Treasurer's Report for February 2015 was presented by Marcia Downs, and reviewed by Board members.
- V. Current Year Budget – Sue Phillips distributed a copy of the Year- To-Date Budget Report for the Year Ending March 31, 2015. Expended totals are where they need to be for the period.
- VI. Library Director's Report – Sue Phillips distributed copies of the Director's Report dated March 10, 2105. The items were reviewed and discussed. Among the items for review were the effects of the snow on the Library hours and the building – a small roof leak on the north side in the Reference Room area. Also mentioned was the fact that the IRS no longer supplies the same number of tax forms to public venues for distribution, so we have made accommodations to help the public get the forms that they need through copies from the internet and other publications, in order to cause the least amount of disruption to the tax year process.
- VII. Friends of the Library Report – Sue Phillips reported that the next regular meeting of the Friends will be on March 24, 2015. The next Bag of Books Sale will be held on April 17, 18, and 19, 2015.
- VIII. Old Business –Annual Review of the By- Laws – This will continue until the next regular meeting in April, after determining that all board members had current copies for review. At this time the Personnel Policy Statement will also be reviewed.
- IX. New Business – Request for Legal Opinion re: Electronic Attendance at Meetings – John Halloran researched this matter and found a document from the State of Connecticut Freedom of Information Commission Opinion # 41 concerning this matter. It was determined that the use of a speakerphone or another electronic device such as Skype is acceptable as long as other criteria are met. It was found that the regular board meetings meet this criteria, thus the use of these types of devices is acceptable. We do not need a legal opinion to facilitate this matter. – Workroom Upgrade – Staff member Francie Berger presented a make-up board of the plans for the upgrade of the staff workroom. The work will begin within three weeks, and all phases of the remodel will be completed by sub-contractors. A new workspace will be created in the center of the room with work stations for each staff member, and shelving will be placed around the periphery of the room. The wall separating the Bookkeeper's office will be removed. A motion was made

to approve the renovation of the staff workroom with funds from the Harriet E.D. Fowler Estate, not to exceed \$50,000.00. (Blanchette/Sclare) and unanimously approved. - Meeting Room Policy – The review of the Meeting Room Policy will be continued until the next regular meeting in April.

- X. Trustees' Concerns – Board Member Mary Blanchette asked about the status of nametags for the Library staff. Sue Phillips responded that they are currently in the process of being tested by the staff, as the ones that were ordered are of the magnetic variety, and tend to weigh down the garment that they are placed on.
- XI. Correspondence – None.
- XII. Adjournment – The meeting was adjourned at 9:05 PM (Clements/Wieliczka) by a unanimous vote.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Marcia H. Downs".

Marcia H. Downs